

MISSISSIPPI DEPARTMENT OF ARCHIVES & HISTORY

Historic Preservation Division

**20 hours per week: September 2017 – February 2018
(with possible extension)**

\$10 - \$12 / hour (depending on experience)

Applicants should send a resume with cover letter to
MDAH Human Resources Director, P.O. Box 571, Jackson, MS 39205
Deadline for resume and cover letters: Friday, September 1, 2017

Responsibilities: This position will perform a variety of administrative and clerical tasks for 20 hours per week in the Technical Preservation Services in the Historic Preservation Division.

Examples of work include, but are not limited to, the following:

- Answer and direct phone calls
- Write letters
- Process grant reimbursements
- Organize and schedule appointments
- Assist in the preparation of regularly scheduled reports
- Maintain files
- Experience with Microsoft Word, Excel, and Access

Preferred Qualifications:

- Basic understanding of historical preservation terminology, Mississippi History, and geography
- Strong organizational skills
- Proficiency in verbal and written communications

MDAH is an Equal Opportunity Employer.